

CHAPTER 2: MANDATORY AND RECURRING TRAINING

Policy

BLM policy states that only personnel who are certified as being fully qualified will be assigned duties in wildland fire suppression or prescribed fire. All fire personnel will meet specific agency training, experience, and qualification requirements for incident assignments. Additional training which is deemed necessary to improve employee proficiency and safety but is not addressed within the NWCG curriculum will be offered to the employee and taken in a timely manner.

Requirements for fire management positions are outlined in the Interagency Fire Program Management Qualifications Standards and Guide, referred to as the IFPM Standard. The supplemental Qualification Standard for professional GS-0401 Fire Management Specialist positions, approved by the Office of Personnel Management, is also included in the IFPM Standard. The Interagency Fire Program Management Qualification Standards and Guide can be found in its entirety on the IFPM Web site: <http://www.ifpm.nifc.gov/>.

Introduction

Training is a vital part of good program management and contributes directly to the BLM effectiveness and efficiency by:

- Helping to maintain and improve employee performance.
- Providing employees with the job competencies necessary to accommodate changing policies, technology, equipment or mission assignments.
- Providing for the BLM's future staffing requirements through the systematic development of employees.
- Keeping employees abreast of the "state of the art" and maintaining specialized proficiencies.
- Developing skills unavailable through existing recruitment sources.
- Providing training to meet employee needs in conformance with BLM policy and mission.

The following tables list training (not all-inclusive) that BLM employees need to take depending on BLM policy and mission. (See the last page of this chapter for manual/authority clarifications.) BLM-specific training and qualifications for various fire positions are presented in [Chapter 3, BLM-Specific Requirements and Positions – Certification and Qualifications](#).

Required Training

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
Annual Leadership	All supervisors, managers, and executives	Yearly IM from Assistant Director, HRM TC IM No. 2002-04	24 hours Annually Locally	
Bloodborne Pathogen (Level 1)	All employees handling or potentially exposed to medical waste, blood or body fluids	CFR, 29, Part 1910.1030 H-1112-2, Topics 2.2 and 10.10	2 hours Once Locally	
Commercial Drivers License (CDL)	Drivers of 26,000 pounds or greater GVWR vehicles or Type 3-5 engines, or drivers hauling hazardous materials	CFR, 49, Part 383-395 H-1112-2, Topic 4.2.B Individual State Laws	Hours differ by state Refresher every 5 years Locally	
Contracting Officer Representative (COR) (#1500-14BC)	All CORs for construction and service contracts	DOI-Acquisition Regulations (DIAR) 1401.670-3 BLM Manual 1510-1.670	24 hours initially Refresher (See next) National Training Center (NTC) course	
COR Refresher (#1500-14SS)	All CORs	DIAR 1401.670-3 BLM Manual 1510-1.670	8 hours Every 3 years NTC broadcast via satellite	



Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
Cardio-pulmonary Resuscitation (CPR)	All field employees	CFR, 26, Part 1910.151 BLM Manual 9215.2.22B H-1112-2, Topic 10.2	4 hours Every 2 years Locally	
Credit Card Holder Training	All new employees when card is issued	DOI Integrated Charge Card Guide, April 12, 2004	1 hour Once Locally	
Defensive Driving	All BLM Drivers	BLM Manual 9215.2.22A H-1112-2, Topic 4.2.E	4 hours Every 3 years Locally	
Departmental Orientation Module	All new employees	Yearly IM from Assistant Director, HRM TC IM No. 2002-04	2 hours Once DOI online course http://www.doiu.nbc.gov/orientation/	
Discrimination and Whistleblowing in the Workplace	All employees	Yearly IM from Chief Human Capital Management project Director IM No. 2005-154	1 hour Annual NBC online or CD-ROM course http://www.doiu.nbc.gov/nofear/	
Do What's Right: Equal Employment Opportunity and Conduct for the Wildland Fire Community	All fire personnel	Yearly IM from BLM Director, IM No. 2004-145	2 hours Annually Locally	
Employee Orientation (#1400-01 SS)	All new employees	Yearly IM from Assistant Director, HRM TC IM No. 2002-04	2 hours Once NTC course Locally	

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
EEO and Diversity Training	Managers/ Supervisors	Contact Debie Chivers (208) 387-5454 for information	4 hours Annually Locally or varies	
Ethics	All who file confidential financial disclosure reports and CORs	CFR, 5, Part 2638.703 Yearly IM from Director, NHRMC IM No. HR-2003-024	1 hour minimum Every 3 years Locally	
Ethics	All employees	CFR, 5, Part 2638.703 Yearly IM from Director, NHRMC IM No. HR-2003-024	1 hour minimum Once Locally	
Federal Information Systems Security Awareness	All personnel using BLM systems	CFR, 5, Part 930.301-305 Computer Security Act of 1987 OMB Circular A-130	1 hour Annually NTC online course	
Fire Management Leadership	All District/Resource Area Managers and Field Managers	Redbook	24 hours One time National Advanced Fire and Resource Institute (NAFRI)	
First Aid	All field employees	CFR, 26, Part 1910.151 BLM Manual 9215.2.22B H-1112-2 Topic 10.2	4 hours Every 3 years Locally	



Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
First Responder Awareness Level HazMat (#1703-07/11)	All field personnel potentially discovering hazardous substances	CFR, 29, Part 1910.120(q) H-1112-2, Topics 2 and 7 WO IM No. 2006-037 Redbook	2 hours initially Annual refresher NTC course	
Freedom of Information Act (FOIA)	All BLM employees (including temporary hires)	BLM Manual 1278 and 1400- 410 Yearly WO IM No. 2006-24	1 hour Annually NTC online course http://web.tc.blm.gov	
HazCom (Employee Right-to-Know)	All employees using products with hazardous ingredients	CFR, 29, Part 1910.1200 H-1112-2, Topic 2&7	2 hours One time Locally	
Hazardous Waste Operations and Emergency Response HAZWOPER	All field personnel involved with emergency response as determined by JHA/risk assessment	CFR, 29, Part 1910.120 H-1112-2, Topic 2	40 hours initially 8-hour annual refresher	
Integrated Charge Card Training (#1500-11)	All employees who possess a BLM credit card	BLM Interim Manual 1512 Section .2	2 hours Annually NTC online course http://www.ntc.blm.gov/courses/chargecard_redirect.html	
Introduction to Supervision (1 st Forty) (#1430-12PV)	All new supervisors	Yearly IM from Assistant Director, HRM TC IM No. 2002-04	40 hours within 6 months of appointment NTC course	
Introduction to Supervision (2 nd Forty) (#1430-12PV)	All new supervisors	Yearly IM from Assistant Director, HRM TC IM No. 2002-04	40 hours within first year of appointment Locally	

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
IQCS User Training	All authorized IQCS users	IQCS Project Team	24 hours Once Locally	
Local Fire Management Leadership	All Acting District/Resource Area Managers and Field Managers	Redbook	24 hours One time Regional Training Centers	

Specialized Required Training

Some training may be required due to a position the employee may hold or a Job Hazard Analysis (JHA) requirement.

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
Annual Fireline Safety Refresher	All personnel participating in fire suppression or prescribed fire activities	BLM Manual 9215 Redbook	4 hours minimum Annually Locally http://www.nifc.gov/wfstar/index.htm	
ATV Operation	ATV operators	IM from the Director No. 2005-148 H-1112-1, Chapter 14.4 Redbook	8 hours initially Refresher every 3 years Locally	

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
Basic Helicopter and/or Fixed Wing Safety	All personnel participating in special-use flights and flight crews	352 DM, Aviation Management H-1112-2, Topic 6	4 hours minimum Every 3 years Locally	
Basic Wildland Fire Training (S-130/S-190)	All personnel filling ICS positions on the fireline	Redbook	32 hours One time Locally	
Critical Incident Stress Management (CISM)	All personnel who wish to participate as part of a CISM Team	Redbook	16–24 hours One time Suggest periodic refresher training Locally	
Disaster Assistance Response Team (DART)	All personnel participating as DART team members	Redbook	32 hours One time (offered every 3 years) Varies	
Firearms	All non-law enforcement personnel required to use firearms	H-1112-2, Topic 17	4 hours (classroom) One time Annual range practice	
Forklift Driving	All personnel required to operate a forklift	CFR, 29, Part 1910.178 H-1112-2, Topic 11	2 hours Annual refresher Locally	
Resource Advisor	All personnel working as Resource Advisors	Resource Advisor's Guide for Wildland Fire (PMS 313)	8 hours One time Locally	

Type of Training	Type of Employee	Manual/ Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method
Six Minutes for Safety (focusing on high-risk, low frequency activities)	All fireline personnel	Redbook	Varies Daily during fire season Locally or Web	
Watercraft Operation	All personnel required to operate a watercraft	485 DM 22 H-1112-2, Topic 14	24 hours initially Refresher 8 hours every 5 years Locally	
Wildland Fire Power Saws (S-212)	All fire program saw operators	Redbook	32 hours One time Must also complete the Position Task Book appropriate to the “A” class saw operations	
Winch Operation	All personnel required to operate a vehicle winch	H-1112-2, Topic 2.2	2 hours Annual refresher Locally	
Work Capacity Test	Fire personnel as indicated, per position in PMS 310-1	BLM Manual 9213-1 PMS 310-1 Redbook	Varies Annually Locally	

Suggested Training



Type of training	Type of employee	Manual/ authority	Length/recurrence/ training location	Course Completion Tracking Method
Radio Programming	All employees using handheld or mobile radios	None	Varies As updated Online instructions: http://radios.nifc.gov/	
Fire Regime Condition Class	All employees with interest	IM from Director, OF&A	6 – 8 hours As updated Online course: http://www.frcc.gov/	
Supervising Federal Employees: The Basics for Team Leads and Temporary Supervisors (#1430-19PV)	Temporary supervisors and team leads	Yearly IM from Director, TC TC IM No. 2004-01	16 hours One time NTC online course: http://lmtc3.blm.gov/itdc.nsf/4067ec7e2acb957707256c8c006a0b54/d92997d046381c000725702f004e9f9f?OpenDocument	



Application Training

Application systems have become a very important part in the way that Fire and Aviation Management community performs their functions from dispatch to fuels management. Training employees to effectively use these systems is a challenge, but a very necessary part of the training program. Training in these systems is a must and should be coordinated at the State or Geographic Area Training Units. Below is a list of some of the application systems used. For additional applications refer to the NWCG Information Resource Management's Web site at http://www.nwcg.gov/teams/pmo/products/inventory/inv_alpha.htm.

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Resource Ordering and Status System; ROSS	Dispatch, Incident Management Teams	Automates the business processes related to resource status and resource ordering.	Employee does inputs, dispatch uses to mobilize resources.	
Incident Qualifications and Certification System; IQCS	Fire Management	Provides fire managers with detailed qualifications, certification, and training information to certify employees in fire or other technically skilled jobs.	IQCS security is roles and permission-based. Who and what the user is able to see and do in IQCS is based on their roles and permissions.	
Wildfire Fire Situation Analysis Plus; WFSAP	Fire Management	WFSAP is an automated tool designed to facilitate and improve decision making for wildland fire management. The software helps organize, analyze and present data used in a Wildland Fire Assessment (WFA), preparing a Wildland Fire Implementation Plan (WFIP), and Wildland Fire Situation Analysis (WFSAP).	WFSAP is a decision analysis process. Used to aid in completing the Wildland Fire Situation Analysis document. Agency Administrator and IMT use the document to see if suppression decisions Are being met.	

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Weather Information Management System; WIMS	Dispatch, Fire Management	A comprehensive system that helps users manage weather information weather data.	Inputs done primarily by Dispatch	
FireFamily Plus; FFP	Dispatch	Software for summarizing and analyzing daily weather observations and computing fire danger indices based on the National Fire Danger Rating System (NFDRS). Determine ERC and BI for staffing levels.	Inputs done primarily by Dispatch and Predictive Services.	
BehavePlus Fire Modeling System; BehavePlus	Fire Management	Windows application to predict wildfire behavior for fire management purposes.	FBAN, LTAN, and prescribed fire/fuels personnel use this.	
National Fire Plan Operations and Reporting System; NFPORS	Fuels Management	NFPORS is an interagency system designed to assist field personnel in managing and reporting accomplishments for fuels work conducted under the National Fire Plan.	Fuels program required to use it.	

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Fire Occurrence Reporting System; 1202	Fire Management	Automates the business of reporting fires. Fire reports are official records of fires or other incidents managed by the wildland fire management program. They include descriptive and statistical information such as cause, location, action taken, damage, costs, final size, etceteras.	Inputs done primarily by Dispatch; reports can be run by management. http://www.nifc.blm.gov/nsdu/fire_reporting/BLM/doc/UserGuides.html	
I-Suite	Incident Management	The I-Suite application consists of the Incident Resource Status System (IRSS), Incident Cost Accounting and Reporting System (ICARS), Incident Time System (ITS) and the Incident Action Plan (IAP). Together, these applications are called the "I-Suite" These applications are integrated, which means that they have a similar user interface, and share a common database.	Used by Incident Management Teams.	

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
First Order Fire Effects Model; FOFEM	Fuels Management	FOFEM is an easy-to-use computer program for predicting effects of prescribed fire and wildfire. FOFEM predicts fuel consumption, smoke production, tree mortality, soil heating and burnout. FOFEM contains data and prediction equations that apply throughout the contiguous U.S. for forest and rangeland vegetation type that experience fire. The program uses four geographic regions and SAF/FRES vegetation types.	FBAN, LTAN, and prescribed fire/fuels personnel use this.	
CONSUME	Fuels Management	Consume 2.1 is an interactive fuel consumption model that predicts total and smoldering fuel/biomass consumption during prescribed fires and wildland fires. Predictions are based on weather data, the amount and fuel moisture of fuels, and a number of other factors.	Prescribed fire/fuels personnel use this program.	
Wildland Computer-Aided Dispatch; WildCad	Dispatch	Wildland fire dispatch system for small and medium-sized centers; locates incidents, prints response cards, tracks availability, maintains database for reports.		

Application Name	Area of Interest	Function	Remarks	Course Completion Tracking Method
Fire Program Analysis; FPA	Fire Management	The purpose of the Fire Program Analysis (FPA) System is to provide managers with a common interagency process for fire management planning and budgeting to evaluate the effectiveness of alternative fire management strategies through time, to meet land management goals and objectives. FPA is driven by quantified fire objectives and performance measures for the full scope of fire management activities.	http://www.fpa.nifc.gov/index.html	

H-1112 = Safety and Health for Field Operations Handbook

CFR = Code of Federal Regulations

DM = Departmental Manual

HRM = Human Resources Management

IM = Instruction Memorandum

NHRMC = National Human Resources Management Center

Redbook = Interagency Standards for Fire and Fire Aviation Operations

TC = Training Center